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THIS BOOK DOES
NOT CIRCULATE

AGREEMENT

BETWEEN THE

BRIDGEWATER-RARITAN REGIONAL BOARD OF EDUCATION

AND THE

BRIDGEWATER-RARITAN ASSOCIATION OF EDUCATIONAL SECRETARIES

JULY 1, 1970 - JUNE 30, 1971

E M P L O Y M E N T A G R E E M E N T

SECRETARIAL AND CLERICAL PERSONNEL

JULY 1, 1970 - JUNE 30, 1971

THIS AGREEMENT made this day of 1970, by
and between

THE BRIDGEWATER-RARITAN REGIONAL BOARD OF EDUCATION, Raritan
New Jersey, hereinafter called the "Board";

AND

BRIDGEWATER-RARITAN ASSOCIATION OF EDUCATIONAL SECRETARIES,
an unincorporated association, Raritan, New Jersey, hereinafter called
the "Association".

ARTICLE 1: RECOGNITION

Pursuant to Chapter 303, Laws of 1968, State of New Jersey, the
Board hereby recognizes the Association as majority representative and
as sole and exclusive representative for collective negotiation concern-
ing the terms and conditions of employment for all personnel within the
following employee unit, whether or not they are members of the Association:

Secretarial and Clerical personnel

A. The Board agrees that it will not recognize, encourage or
negotiate with any other organization of employees within the aforesaid
employee unit, pursuant to Chapter 303, Public Laws 1968.

ARTICLE 2: SALARY PROGRAM

A. The compensation and other employment benefits for the various job classifications of employees in the employee unit, during the contract year, shall be as set forth in the Salary Program, consisting of four pages attached hereto and made a part hereof. (Attached Schedule A, Pages 1 - 4)

ARTICLE 3: GRIEVANCE PROCEDURE

The grievance procedure shall be as set forth in the two page document attached hereto and made a part hereof referred to as Schedule B, Pages 1 and 2.

ARTICLE 4: GENERAL PROVISIONS

A. This Agreement constitutes a Board policy and the parties to the agreement will take every reasonable step to see that the spirit, intent and purpose of this Agreement is fully carried out.

B. If any provision of this Agreement is held to be contrary to law, such provision shall be void, but all other provisions of this Agreement shall continue in full force and effect.

C. Nothing in this Agreement shall be construed as limiting the right of the Association or the Board to negotiate any provision of this Agreement with respect to future or successor Employment Agreements.

D. This Agreement shall not be modified or amended in whole or in part, except by a written agreement signed by both parties.

E. Unless specifically provided in this Agreement, nothing herein contained shall be interpreted as eliminating, reducing or otherwise detracting from any of the terms and conditions of employment existing prior to the date of this Agreement.

F. In cooperation with the Association the Board will prepare a Non-Instructional Handbook outlining the employment rights, responsibilities and fringe benefits of employee unit.

ARTICLE 5: DURATION OF AGREEMENT

This Agreement shall take effect upon execution by officers of the Board and the Association and official ratification by resolutions of the Board of Education and the membership of the Association. When so executed and ratified, the Agreement shall be effective as of July 1, 1970, and shall continue in effect until June 30, 1971, at which time it shall expire. This Agreement may be extended only by a written document executed and ratified as provided in this paragraph.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by the proper officers and their seals to be affixed hereto the day and year first above written.

ATTEST:

BRIDGEWATER-RARITAN REGIONAL BOARD
OF EDUCATION

Secretary

By _____
President

ATTEST:

BRIDGEWATER-RARITAN ASSOCIATION OF
EDUCATIONAL SECRETARIES

Secretary

By _____
President

S C H E D U L E A

BRIDGEWATER-RARITAN REGIONAL SCHOOL DISTRICT

Secretarial and Clerical
SALARY PROGRAM

1. Attached program to be implemented in a two-year period.
 - a. Salary guide to remain constant through the 1970-1971 school year in order to place all employees on guide.
 - b. Each full-time employee to be adjusted to the guide based on the minimum salary differential.
 - c. Total adjustment and increment to guide each year not to exceed \$850.00 per employee.
2. Further study is to be made on:
 - a. Job classifications.

Dated: January 27, 1969

Approved at the Board Meeting of April 28, 1969

BRIDGEWATER-RARITAN REGIONAL SCHOOL DISTRICT
Raritan, New Jersey

SALARY RANGE - SECRETARIAL AND CLERICAL STAFF
1969-1970 and 1970-1971

| CLASSIFICATIONS | MINIMUM | MAXIMUM | EARNED INCREMENT | STEPS |
|---|----------------------------------|----------------------------------|----------------------------|-------------|
| EXECUTIVE SECRETARY 12 months | \$6,150.00 | \$8,600.00 | \$350.00 | 7 |
| SECRETARY A 12 months 11 months | 5,500.00 5,000.00 | 7,600.00 6,925.00 | 300.00 275.00 | 7 7 |
| SECRETARY B 12 months 11 months 10 months | 5,200.00 4,725.00 4,300.00 | 7,125.00 6,475.00 5,875.00 | 275.00 250.00 225.00 | 7 7 7 |
| STENOGRAPHER A 12 months 11 months 10 months | 4,600.00 4,200.00 3,800.00 | 6,350.00 5,775.00 5,200.00 | 250.00 225.00 200.00 | 7 7 7 |
| CLERK TYPIST 12 months 11 months 10 months | 4,300.00 3,900.00 3,550.00 | 5,875.00 5,300.00 4,775.00 | 225.00 200.00 175.00 | 7 7 7 |

JOB CLASSIFICATIONS - 1970-1971

| <u>CLASSIFICATION AND POSITIONS</u> | <u>MONTHS PER YEAR</u> | <u>NUMBER OF POSITIONS</u> |
|---|----------------------------|--------------------------------|
| EXECUTIVE SECRETARY | | |
| Secretary - Superintendent | 12 months | 1 |
| SECRETARY A | | |
| Secretary to Assistant Superintendent | 12 months | 1 |
| Secretary to School Business Administrator | 12 months | 0 |
| Secretary - High School Principal - East | 12 months | 1 |
| Secretary - High School Principal - West | 11 months | 1 |
| SECRETARY B | | |
| Secretary - Board of Education Office | 12 months | 1 |
| Bookkeeper | 12 months | 1 |
| Secretary - Directors of Education | 12 months | 1 |
| Secretary - Director of Personnel | 12 months | 1 |
| Secretary - Director of Special Services | 10 months | 1 |
| Secretary - Vice-Principal - High School-West | 12 months | 1 |
| Vice-Principal - High School-East | 12 months | 1 |
| Assistant Principal - High School-West | 12 months | 1 |
| Secretary - Guidance Directors | 12 months | 2 |
| Secretary - Intermediate Schools | 11 months | 4 |
| Secretary - Elementary Schools | 11 months | 8 |
| STENOGRAPHER A | | |
| Clerk-Steno - Board of Education | 12 months | 1 |
| Accounting Clerks - Board of Education | 12 months | 3 |
| Clerk-Steno - School Business Administrator | 12 months | 1 |
| Order Clerks - School Business Administrator | 12 months | 2 |
| Clerk-Steno - Director of Special Services | 10 months | 1 |
| Clerk-Steno - Supervisors - Educational | 10 months | 1 |
| Clerk-Steno - Supervisor - Transportation | 11 months | 1 |
| Clerk-Steno - Martinsville School | 10 months | 1 |
| CLERK-TYPISTS | | |
| Administration Building | 12 months | 2 |
| Switchboard Operator | 11 months | 1 |
| Director of Personnel | 12 months | 2 |
| High School Office - West | 12 months | 1 |
| High School Office - West | 11 months | 1 |
| High School Office - East | 12 months | 1 |
| High School Library - West | 11 months | 1 |
| High School Library - East | 12 months | 1 |
| High School Guidance Offices | 12 months | 2 |
| Intermediate School - Eisenhower | 11 months | 1 |
| Intermediate School - Hillside | 10 months | 1 |
| Supervisor - Maintenance | 12 months | 1 |

ADDITIONAL SALARY INFORMATION

1. Part-time and substitute clerk-typists

- a. Minimum - \$1.85 per hour.
Maximum - \$2.50 per hour.

b. Part-time clerk-typists are to submit monthly time sheets. Time sheets are to be certified by the immediate supervisor and sent to the Personnel Office for processing to the Payroll Department.

| <u>Work Week</u> | <u>Weeks Per Year</u> | <u>Hours Per Week*</u> | <u>Days Per Year</u> |
|--------------------|---------------------------|----------------------------|--------------------------|
| 12 month employees | 52 | 37½ | 260 |
| 11 month employees | 47.6 | 37½ | 238 |
| 10 month employees | 43.2 | 37½ | 216 |

* 35 hours per week during Christmas and Easter vacations and from July 1 to September 1.

3. Overtime

a. Overtime requires prior approval of immediate supervisor and notification, in writing, to Personnel Office.

b. Overtime, after 8 hours per day - 40 hours per week, will be paid at one and one-half times hourly rate, or, if mutually agreeable between employee and immediate supervisor, compensating time will be allowed within the contract year.

c. Compensatory time - full time employees only.

(1) Hour for hour of overtime.

(2) Notification, in writing, to Personnel Office when compensatory time is taken.

4. Salaried employees are entitled to paid holidays as prescribed annually by the Personnel Office. Hourly employees are not entitled to any paid holidays.

5. Full-time salaried employees are entitled to annual vacations as follows:

a. Less than 6 months service as of June 30-----0

b. 7 months -- 11 months of service as of June 30-----5-9 working days

c. One year of continuous full-time service as of June 30 -

(1) 12 month employees 10 working days

(2) 11 month employees 9 working days

(3) 10 month employees 8 working days

d. Five years of continuous full-time service as of June 30 -

(1) 12 month employees 12 working days

(2) 11 month employees 11 working days

(3) 10 month employees 10 working days

- e. Ten to sixteen years of continuous full-time service as of June 30 -
 - (1) 12 month employees 15-20 working days
 - (2) 11 month employees 14-19 working days
 - (3) 10 month employees 13-18 working days

6. Sick leave, at the rate of one (1) day per month is granted all salaried and regularly scheduled hourly workers. Sick leave may accumulate from year to year without limit. Annual accounting of sick leave days will be made to each employee.

7. Excused absences, arranged at least 24 hours in advance, may be granted for any of the following personal reasons, up to a maximum of two days per year:

- a. Marriage in immediate family.
- b. Graduation exercises of children of employee.
- c. Required appearance in court involving no moral turpitude on the part of the employee.
- d. Unusual circumstances (to be considered on their merits by the Personnel Director).

NOTE: Personal days will not be granted the day immediately preceding or or following a vacation and do not accumulate from year to year.

8. Emergency leave, which cannot accumulate, is possible for three to five days for critical illness or death in the immediate family.

- a. Critical illness means illness which the attending physician considers sufficiently serious to require the employee's presence at the bedside.
- b. Immediate family means husband, wife, children, and any other members of the same home; father and mother; brothers and sisters; grandfather and grandmother; father-in-law and mother-in-law.

9. All salaried employees are expected to work on snow days and shall promptly report their arrival to the Personnel Office.

10. Individual and full family health care insurance coverage to be provided, which shall include:

- a. Blue Cross
- b. Blue Shield
- c. Major Medical
- d. Rider J

11. New clerical or secretarial personnel may be granted credit for prior experience as follows:

- a. A maximum of three years in a like position in another school system.
- b. A maximum of three years in other than a school system, which will be equated at 50% of actual experience.

12. Announcement of each secretarial or clerical opening in the district will be posted in each office by the Personnel Office.

13. Other conditions of employment will be enumerated in the proposed handbook for non-instructional personnel.

SCHEDULE B

GRIEVANCE PROCEDURE (As amended and proposed)

Preamble

Unless otherwise indicated, the term "secretary" when used hereinafter in this agreement refers to all members of the Bridgewater-Raritan Association of Educational Secretaries and other non-professional clerical personnel.

Definition

A "grievance" shall mean a claim by a secretary that there has been misinterpretation, misapplication, or a violation of Board policy, or a supervisory decision affecting her. A grievance to be considered under this procedure must be initiated by the secretary within 30 days of the time the secretary knew or should know of its occurrence.

Steps

1. Any secretary or group of office personnel having a grievance will discuss it with her immediate supervisor with the objective of resolving the matter informally, confidentially, and as rapidly as possible.
2. If, as a result of the discussion with the immediate supervisor, the matter is not resolved to the satisfaction of the secretary within ten working days, she may submit her grievance in writing to the appropriate administrative officer.
3. The secretary, after receipt of the decision of the administrative officer, may submit an appeal in writing to the Superintendent of Schools.
4. If the grievance is not settled to the secretary's satisfaction, after a decision by the Superintendent of Schools, she may wish to refer it to the Grievance Committee of the Association; in that event, the steps shall be:
 - a. The committee shall review the complaint, the immediate supervisor's report, and the Superintendent's decision and shall within a period not to exceed ten school days notify the secretary in writing of its findings.
 - b. If the Grievance Committee determines that the grievance has or may have merit, it shall recommend in the secretary's name that the grievance be heard by the Board of Education.

- c. If the Grievance Committee determines that the grievance is without merit, it shall so advise the secretary and a copy of its findings shall be sent to the immediate supervisor and the Superintendent of Schools.
- d. A secretary whose grievance has been determined to be without merit by the Grievance Committee of the Association shall retain the right to appeal in writing to the Board of Education.

5. If the grievance is not resolved to the secretary's satisfaction after Steps 1-3 or 1-4 have been taken, she may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools, who shall attach all related papers and forward it to the Board of Education. The Board's decision in writing shall be rendered within 30 calendar days after the date on which the request for the review and the accompanying papers were received.